

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

MEDICAID APPEALS SPECIALIST

Role Title: Hearing and Legal Services Officer III

Position: #W0161

Pay Band 6, Level I, Hiring Range: \$26.24 – \$34.00 per hour

Closing Date: October 6, 2014

HOURLY POSITION – NO STATE BENEFITS

Appeals Division seeks a qualified candidate to be directly responsible for analyzing and processing Final Agency Decisions from drafting stage through final issuance after review by the Agency Director and the Commonwealth's Office of the Attorney General. Incumbent receives the recommended decisions of formal appeal hearing officers, thoroughly reviews the record, and drafts a Final Agency Decision in accordance with the Code of Virginia and input from the Agency Director and her designee(s). Incumbent will also be responsible for assisting with the filing of records of cases appealed to court. Requires demonstrated ability to interpret, apply, and analyze complex laws, regulations, policies, or case law. Requires demonstrated ability to communicate effectively in writing and must have experience in legal writing. Requires comprehensive knowledge of legal research methodologies, including computerized legal research. Must be proficient using the PC with word processing and other standard office applications. Must have demonstrated ability to work effectively as part of a team. Professional experience in health care appeal processes involving issues of compliance or finance or related experience preferred. Member of the Virginia Bar in good standing required. Graduate education from an accredited institution with major study in health care, finance, business, accounting, or related field preferred. **This is an hourly position with no state benefits and limited to 1,500 hours per year at 29 hours per week.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA